



Employment Opportunity
Butler County Educational Service Center
February 1, 2019

POSITION: Assistant Teacher – part time

GENERAL DESCRIPTION: To assist in planning, directing and implementing the curriculum. Maintain records to document compliance with Head Start Performance Standards, Ohio Preschool Program rules and BCESC regulations, policies and procedures.

QUALIFICATIONS:

- Hold a child development associate (CDA) credential; **be enrolled in a CDA credential program that will be completed within one year of hire date**; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree.
- Supervised experience with preschool children preferred.
- Knowledge of Early Childhood Development principles.
- Willingness to continue professional education and training, and/or enroll in Child Development Associate training.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Must pass criminal background checks, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To participate in activities related to IEP's upon request.
- To participate in team development and implementation of weekly lesson plans per curriculum.
- To perform daily health inspections of each child and document attendance.
- To recruit and coordinate volunteers for field trips and other classroom activities as well as monitor children on field trips.
- To participate in daily planning and evaluation sessions.

- To plan and conduct home visits to gather information and communicate with parents about their child's progress.
- To document individual children's progress.
- To assist in ensuring that the center meets Ohio Preschool Program rules, Head Start Performance Standards and BCESC requirements.
- To assume classroom supervisory role in absence of the Teacher.
- To participate in implementing nutrition activities.
- To participate in staff training and meetings.
- To assist in the management of inventory control.
- To assist in referring children for other Head Start area services as needed.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, yearly).
- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertains to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

Skill in: Basic math, English and communications.

EQUIPMENT OPERATED:

Computer, outdoor large play equipment, water table, sand table, record player, VCR and other instructional-related audiovisual equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.

Frequent: Exposure to outdoor weather conditions during gross motor play. Exposure to blood, bodily fluids and tissue, unruly children/adults.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: Immediately

SALARY: \$11.91 - \$14.51 based on education and experience

WORK YEAR: Part Time – 180 days

DEADLINE: 2/7/19 for internal candidate; until filled for all other applicants

APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.